

**MATTHEWS VETERANS AFFAIRS COMMITTEE**  
**August 3, 2016**  
**Minutes**

Chairperson Fisk Outwater called the meeting to order at 7:04 pm.

The Pledge of Allegiance followed by a reflection from Fisk.

**Committee Members present:** Fisk Outwater, Tom Cannon, Jack Santaniello, Angelo Renguso, Amanda Kohout, Larry Stawicki, John Ramseur, Kathleen Wilsbach, Freddie Baylor (pending Town approval) and Raymond Gaskins (pending Town approval).

A quorum was declared.

**Guests:** Rad Pate and Allan Burgess

The minutes were approved as transmitted by Town email.

**New Business:**

1. Fisk and Vice Chair, Tom Cannon, attended the Mecklenburg County Veterans Services Council meeting on August 2, 2016. Information from the meeting as follows:

a. The American Legion Memorial Stadium on N. Kings Street in Charlotte used for many events is scheduled to be dismantled and reconstructed by late 2018.

b. Bob Becker, assistant to Congressman Pittenger, announced that a PTSD stamp would soon be available for sale to support veterans.

c. Veteran services discussed:

1. The National Association of Black Veterans that has assisted 65,000.
2. Charlotte Bridge Homes.
3. Navy-Marine Corp Relief Society and other Armed Services that provide help to active duty and retired military and their families.
4. Justice for Vets administered by the U. S. Department of Veterans Affairs.
5. Levine Senior Center Veterans Canteen – 1<sup>st</sup> Thursday at 8:30 am.

Kathleen Wilsbach said that the Matthews Help Center provides stopgap services to all regardless of civilian or military status.

2. Fisk outlined an agenda structure to be used for future meetings. Members were sent copies of this structure by Town email and copies were available at the meeting. VAC meetings will last 2 hours or less.

3. Tom Cannon, Chairman of “CPOC” Subcommittee 1, reported that the VAC has a presence on the Town website. In addition, a design for a VAC banner is being designed for approval.

4. Standing Operating Procedures (SOPs). Fisk had a handout of proposed SOPs as an addendum to the VAC By-Laws. The following items were discussed:

a. Absenteeism. It was agreed by the committee that two excused absences (medical, business related, family emergencies) and three unexcused absences would be allowed. However, Larry Stawicki pointed out that VAC By-Laws require 75% attendance of regular and special meetings. There will be an attendance credit for other VAC business, such as subcommittee meetings. Amanda Kohout asked if a bridge line conference call could be used by those members traveling on business to enable them to be considered present at the VAC meetings. Fisk will inquire with the Town about this option. There is a phone in the conference room and some links to bridge lines are free.

b. Secretary and treasurer positions will need to be established and may need approval by the Town Council. Duties of those positions were outlined in the SOP handout.

c. VAC meeting requirements:

1. Requests and motions go through the Chairperson.
2. Members wishing to invite a guest must notify the Chair/Vice Chair and give a 7-day notice prior to the meeting. Guests can speak if time is available.
3. All meetings will be conducted according to Robert's Rules of Order.

5. Division of Roles and Responsibilities for Chair and Vice Chair:

a. Jointly prepare monthly meeting agenda.

b. Chair or Vice Chair must be present at every VAC monthly meeting.

c. Attend Town Council Meetings, 1<sup>st</sup> and 3<sup>rd</sup> Mondays, and, alternately attend Mecklenburg County Veterans Services Council on 1<sup>st</sup> Tuesday of each month.

d. Act as Sub-Committee liaisons.

6. Membership: The Chair and Vice Chair will:

a. Fill vacancies in a timely manner, i.e. 90 days

b. Maintain a well-balanced committee reflecting broad based level of experience and interest.

c. Work to ensure the business community is represented in the membership with a minimum of two positions if possible.

7. Rad Pate was introduced as the Town of Matthews Risk Manager and liaison to the VAC. Rad will coordinate the meeting setup, flag, and name plates. Rad further explained his role of liaison in dealing and resolving technicalities with the Town. He is the first point of contact for the VAC followed by the Town Clerk. Rad will help the VAC find resources for funds to help complete VAC projects and goals and attends all meetings.

6. VAC Executive Summary. The Chair and Vice Chair will prepare a VAC summary for the Mayor on a monthly basis or as necessary to include meeting information, membership and attendance, accomplishments and goals. The Chair will meet and request the Mayor to further define the expectations of the Town of Matthew for the VAC.

**Old Business:**

1. Amanda Kohout asked for a clarification of sub-committees meeting outside of the regular meeting. Fisk verified that up to seven members can meet elsewhere and that it is within the rules and regulations of the Town.

2. Tom Cannon, Sub-Committee 1 introduced the banner and sign proposals prepared by Angelo Renguso to the members. The vision is to use the banner for Veteran's Day and special events. It is expected that the banner itself would cost about \$500. The design of an eagle's wing around two service members with a dog, U. S. and state flags with stars and Town information was discussed. John Ramseur suggested that the military logo should show more inclusiveness. Larry Stawicki pointed out that the man in uniform looked like a marine. Rad Pate said that the Town of Matthews logo needed to be used. Tom Cannon called for another Sub-Committee 1 meeting on Thursday, August 11<sup>th</sup> at 5:00 pm at the Beer Temple to work on the artwork.

3. Fisk announced that he needs to present completed VAC goals to the Town by December 31<sup>st</sup>.

4. Open Time for Public Comments. Comments are limited to three minutes each. Sign-up must be presented to the Chair prior to start of meeting. Fisk said there will be no discussion by the VAC Committee of Public Comments.

The meeting was adjourned at 8:30 pm.

Submitted by: Kathleen Wilsbach, Member

